

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**TRAFFIC ENGINEER
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs complex administrative, professional and technical work in managing the City's traffic and transportation system. Employee reports to the City Engineer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative, professional and technical work to guarantee the efficiency of the traffic and transportation system with special regard to safety and efficiency. Work involves performing engineering research, making recommendations to City officials and others, developing short- and long-range plans, implementing and monitoring a budget. Employee must be able to work well with the public. Supervision is exercised over professional, technical and clerical personnel. Work is performed with considerable independence under limited supervision of the City Engineer and is evaluated in terms of the efficiency and effectiveness of duties performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develops short- and long-range plans to meet the community's traffic engineering needs.

Supervises a staff of professional, technical and clerical personnel.

Advises City personnel on operational methods which provide more effective traffic flow and control parking requirements and temporary road closings; coordinates traffic and transportation engineering projects with local, state and federal governments.

Attends a variety of meetings, public hearings, boards, commissions, etc. to gather and disseminate information; attends a variety of conferences related to trends in the field of traffic engineering.

Keeps informed of state and federal regulations governing traffic engineering and ensures program compliance.

Keeps abreast of professional developments, including the characteristics of exemplary programs, and of laws and regulations regarding traffic rules.

TRAFFIC ENGINEER

Responds to complaints and requests for information from citizens, the media, officials, etc.; makes oral presentations before a variety of educational, civic and church groups.

Prepares departmental and other budgets and monitors expenditures and revenues.

Maintains a variety of complex records and prepares reports on a variety of topics related to traffic management.

Determines and maintains school zones in the City.

Maintains inventory of supplies and equipment used by Department personnel.

Reviews and approves designs and plans for all facets of traffic control in the City; prepares specifications for a variety of traffic projects; reviews plans for major commercial and residential development.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles and practices of transportation engineering.

Thorough knowledge of federal and state statutes and regulations pertaining to traffic and transportation engineering.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of urban growth and development and the planning and implementation of appropriate traffic engineering measures to meet those needs.

Considerable knowledge of the current literature, trends, and developments in the field of traffic engineering.

Knowledge of Multi-modal Transportation Programs.

Ability to prepare and manage a large budget involving multiple revenue sources.

Ability to prepare specifications for traffic and transportation improvements.

Ability to understand and comply with complex regulations and codes.

Ability to plan, direct and coordinate the work of subordinates.

Ability to communicate effectively with employees, City officials, and community groups.

Ability to express ideas effectively orally and in writing.

TRAFFIC ENGINEER

Ability to read and interpret engineering plans and specifications.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to educate citizens on social, environmental, and economic costs of traffic engineering issues.

Ability to work with a diverse group of residents and merchants to resolve various transportation related issues.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in civil engineering with a concentration in traffic and transportation, a Registered Professional Engineer in the State of North Carolina, and 6 to 9 years of related experience; experience with Traffic Calming required; and/or any equivalent combination of training and experience required to perform the essential position function.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required tasks with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Revised June 1998
Pay Grade 22